

# Position Description for Payroll Control Assistant

## BASIC FUNCTION OF POSITION

Incumbent is responsible for American (AM) and Local Employed Staff (LES) employee payroll related matters. This includes a wide variety of complex recording, reporting, and reconciling functions using AIT's unique Platinum Accounting System, and the traditional State Department computerized pay accounting systems in Charleston Financial Service Center (CFSC) and Bangkok Financial Service Center (BFSC). Incumbent prepares input for AIT's payroll budget to assist the Budget Analyst in preparation of the annual Financial Plan submission and execution. Incumbent coordinates and submits Post's Time and Attendance filing and act as the main Timekeeper for AIT. Incumbent coordinates and communicates payroll related issues/problems between employees, Bank of American (BoA), CFSC, BFSC, and Washington. Also, incumbent act as the allowance expert to assist American employees to file necessary paperwork, such as W4 and SF1190. In addition to the payroll responsibility, incumbent prepares billing notice and performs Accounts Receivable collection function.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

- Control, coordinate and submit Post's Time and Attendance (TA) filing **20%**  
Incumbent coordinates, generates, and files biweekly Time and Attendance through WINTA to BFSC & CFSC. Reviews and analyzes Earning and Leave Statement (ELS), initiates adjustments, coordinates response to questions/issues between BFSC, CFSC, and employee. Incumbent researches TA and payroll related regulations and acts as the primary resource in assisting section timekeepers to better understand the TA system and regulations. Incumbent reviews Leave Status Report on a regular basis to alert HR for overused leaves. Also, incumbent provides Leave Status Report upon section's request.
- Record, report, monitor, and reconcile LES payroll transactions and resolve LES payroll problems. **25%**  
Prepares biweekly Journal Vouchers for Platinum input after reconciling LES Payroll Expenditure Report provided by BFSC. Prepares bi-weekly adjusting entries to allocate payroll expense to correct funding sources. Adjusting entries include: reallocation of driver's OT costs from IDC to benefited departments and /or support of a VIP/CODEL visit sponsored by the fiscal data. Incumbent oversees the payroll 'cash reimbursement process and ensures the payroll transactions booked is the same as reimbursed to BFSC USDO account. On an annual basis, incumbent estimates and prepares accrual entries, such as bonuses, and benefits, by funding source at the fiscal year end. Incumbent prepares, maintains, and coordinates LES payroll EFT and communicates/resolves payroll related issues between employee, Bank of American (BoA), and BFSC.

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- Record and report AM Payroll related transactions. **25%**  
Incumbent prepares biweekly Journal Vouchers for Platinum input after reconciling the AM Payroll Expenditure Report with the CFSC and AIT/Washington. Incumbent must have good knowledge of employees' departure and arrival date as well as a good understanding of employee's benefit and taxes to perform complicated analysis and reconciles information sent by CFSC. Incumbent coordinates the reconciliation results through AIT/Washington office and makes necessary adjustments to reflect such charges on AIT's records. Also, incumbent acts as the allowance expert to assist American employees to file SF1190 for various allowances, such as Post Allowance, Post Differential, Separate Maintenance Allowance, etc.
- Prepare billing notice and perform collection function for AIT's Accounts Receivable (AR) **10%**  
Incumbent prepares invoices to employees and customers for outstanding expenses, such as ORE expense, property damage and loss, and billing to landlord for early termination of leases. Incumbent is also responsible for monitoring the payments of AR and perform collection when invoices are past due. On a monthly basis, incumbent reconciles the AR sub-ledger to General Ledger to ensure they are in agreement. Incumbent will also prepare outstanding AR balance report by customer.
- Prepare AIT's payroll budget input for AIT's annual Financial Plan submission and execution. **10%**  
Incumbent assists the Budget Analyst in preparing annual AIT's payroll budget of American and Local Employee Hire employees for inclusion in the AIT's Financial Plan.
- Miscellaneous payroll related activities **10%**  
As the sole Payroll Liaison at AIT, incumbent is involved in many payroll-related activities. On a regular basis, incumbent reviews, responds, coordinates inquiries regarding payroll funding source, Personnel Action, W-4, W-2 forms and many other issues. Incumbent calculates LES employee resignation and retirement payments and requests checks for employees through Morgan Stanley. Incumbent also supports Finance Office with check-in and check-out process.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.***

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** A Bachelor's degree in Accounting or Finance is required.
- b. **Prior Work Experience:** 3 years of progressively responsible experience in bookkeeping, accounting, or similar experience.
- c. **Post Entry Training:** on the job training.
- d. **Language Proficiency:** List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read): Level III in English (both oral and written) and Level III standard Chinese required.
- e. **Job Knowledge:** Must have strong Accounting or Financial analysis knowledge. Good understanding of local banking practice and local policies required. Understanding of US government operation and regulation required.
- f. **Skills and Abilities:**
  - Must possess strong computer skills in Microsoft Office suite. Ability to learn AIT automated Accounting System and other office equipment quickly.
  - Ability to plan, coordinate and execute project. Pay attention to detail. Good reconciliation skill is also required.

- Be able to juggle several tasks simultaneously.
- Have good working attitude and communication skill.

#### POSITION ELEMENTS

- a. **Supervision Received:** General supervision by the Finance Management Officer and Chief Accountant. Direct supervision by the Supervisor of Financial Analyst. Needs to work independently with minimum supervision.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Include but not limit to the use of Foreign Affairs Manual Volumes 3 and 4, Foreign Affairs Handbook Volumes 3 & 4, Charleston Financial Service Center (CFSC) and Bangkok Financial Service Center (BFSC) Guidelines, Standardized Regulations, LES Handbook, Generally Accepted Accounting Principles (GAAP), and Super Circular.
- d. **Exercise of Judgment:** Act independently with discretion and exercise sound judgment in resolving various problems and discrepancies related to payroll relying on accurate research and analysis of rules and regulations. Monitor timekeeper submission to insure compliance with the regulations.
- e. **Authority to Make Commitments:** None
- f. **Nature, Level, and Purpose of Contacts:**
  - Serve as the main contact with the Bangkok Financial Service Center and Charleston Financial Service Center regarding Time and Attendance, Payroll related matters for both Local Hire Staff and American employees.
  - Obtain information from AIT employees to ensure accurate and timely payment of allowances and payroll.
  - Interact with employee to ensure proper tax withholding, benefit program withholding, and insurance premium deduction.
  - Work with the bank to resolve employee's EFT issues.
  - Provide Payroll related information to AIT/Taipei section heads to control Payroll expense.
  - Contact AIT/Washington staff and Management to provide and obtain information.
  - Exchange e-mails with the working level of the Department to clarify regulations.
- g. **Time Expected to Reach Full Performance Level:** One year